MOTION FOR LEAVE TO APPEAL

> **NOTE: To properly link the Motion for Leave to Appeal to the appeal, the Notice of Appeal must be docketed first.**

STEP 1   Choose **Bankruptcy** from main menu

STEP 2   Choose **Motions/Applications** category

STEP 3   Enter case number; click [NEXT]

STEP 4   Select **Leave to Appeal** from drop down list; click [NEXT]

STEP 5   If filing this document with joint counsel place a check in the box next to "Joint Filing with Other Attorney(s)" and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen

STEP 6   Select party or click [ADD/CREATE PARTY]; click [NEXT]

☞   *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to next screen.*

STEP 7   Click [NEXT] to **skip** adding this motion to the judge's calendar

☞   *TIP - Although the Motion is filed in the Bankruptcy Court, it is forwarded to, and heard by District Court.*

STEP 8   Upload PDF file and any attachments, click [NEXT]

☞   *TIP - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the motion.*

STEP 9.a   Place a check in the box to the left of the appropriate event(s) to which your event relates to begin the linking process, click [NEXT].

☛   *Note: If there is only one Appeal in the case, the system will check the box for you.*

STEP 9.b   The deadline to file a Response to the Motion appears.

STEP 10   Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛   *TIP - Text of docket entry <u>cannot</u> be modified from this screen; if modification is necessary use the [BACK] button on your browser.*

SAMPLE DOCKET TEXT

Motion for Leave to Appeal (related document: [7] Notice of Appeal on Order Dismissing Case Filed by Judith Schwartz) Filed by Adam Attorney on behalf of Julius Erving. Responses due by 2/24/2003. (Attorney, Adam)

STEP 12   Final docket text appears; click [NEXT] to submit

☛   *TIP - This is the last opportunity to change information or abort transaction.*

STEP 13   **Notice of Electronic Filing** displays